

8/24/09

(6)
A

Local Initiative Program



Application for Comprehensive Permit Projects

10/1/03

Revised for
Typo's 8/20/09



Department of Housing & Community Development
100 Cambridge St., Suite 300 ~ Boston, MA 02114 ~ 617-573-1359

INSTRUCTIONS

Please submit three copies of the application plus two copies of all drawings. The submittal must include a check for the processing fee, payable to DHCD, for \$1500 per project plus \$20 per unit.

Mail to:
Department of Housing & Community Development
100 Cambridge St., Suite 300 ~ Boston, MA 02114
Boston, MA 02114
Attn: Office of Housing Development Division

Email to:
marilyn.contreas@ocd.state.ma.us

To fill out the application electronically, simply position your cursor on a line and type. You can use the tab key to move between questions. *Note that for email submissions, signatures and all attachments including payment must be sent separately by regular mail.*

Most questions are self-explanatory. If you need assistance, please contact Marilyn Contreas at 617-573-1359.

For question 12 on page 5, please provide the general designation of zoning (e.g. residential, business, mixed-use). Do not provide only the specific municipal category (e.g. R-1).

For question 4 on page 6, "affordable units" must be at least 25% of the total and must be affordable to households with incomes at or below 80% of area median. Refer to the Guidelines for more information. "Other units" are those that are made available under special financing or special agreement (e.g. with Section 8 vouchers or through MassHousing programs).

For rental projects, you must use the One Stop Application, available online at <http://www.onestopapp.com/>, instead of Unit Composition (page 8) and Ownership Pro Forma (page 11). Contact DHCD for assistance.

Notes on required attachments (see Checklist, page 17): The letter of interest from a construction lender should be pertinent to the proposed project. The map of the community highlighting the site can be any type of map showing at least major roads. The rationale for the affordable prices should explain your assumptions and what factors you considered.

Application Contents

General Information	p. 1
Municipal Contact Information	p. 2
Community Support	p. 3
The Site	p. 4
Surrounding Neighborhood & Community	p. 5
The Project	p. 6
Design and Construction	p. 9
Project Feasibility	p. 11
The Development Team	p. 13
Marketing and Lottery Plans	p. 16
Checklist of Attachments	p. 17

Department of Housing & Community Development
Local Initiative Program
Application for Comprehensive Permit Projects

GENERAL INFORMATION

1. Community: Acton
2. Name of Development: 99 Parker Street LLC
3. Site Address: 99 Parker Street
4. Developer: Mark Starr
5. Municipal Project Contact: To Be Determined
6. Title: Chair, Board of Appeals
7. Address: Town Hall
8. Phone: 978-264-9632 Fax: 978-264-9630
10. Email: _____

11. Type of Housing:

☐ Fee Simple
☒ Condominium

☐ Rental
☐ Age Restricted

12. Project Characteristics:

☒ New Construction
☒ Rehabilitation

☐ Conversion
☐ Other

13. Total Acres 1.45 Density of Project (units/acre) 3.5

14. Are there wetlands on the site? ☒ Yes ☐ No

15. Unit Count:

Total Number of Units 5 Affordable 2 Market 3

16. Unit Prices/Rents:

Market Rate \$399,000.00
Affordable \$185,000.00

17. Required Signatures:

Chief Elected Official of Municipality

Date

Chairman, Local Housing Partnership
(if applicable)

Date

Municipal Contact Information ~ Other than Project Contact

1. Chief Elected Official

Name Paulina Knibbe
Address 472 Main Street Acton, MA 01720
Phone (978) 264-9611 Fax (978) 264-9630
Email bos@acton-ma.gov

2. Town Administrator/Manager

Name Steve Ledoux
Address 472 Main Street Acton, MA 0172
Phone (978) 264-9612 Fax (978) 264-9630
Email manager@acton-ma.gov

3. City/Town Planner (if any)

Name Roland Bartl
Address 472 Main Street Acton, MA 0172
Phone (978) 264-9636 Fax (978) 264-9630
Email planning@acton-ma.gov

4. Chairman, Zoning Board of Appeals

Name To Be Determined
Address 472 Main Street Acton, MA 0172
Phone (978) 264-9632 Fax (978) 264-9630
Email _____

5. Chairman, Local Housing Partnership (if any)

Name Nancy Tavernier
Address 472 Main Street Acton, MA 01720
Phone 978-263-9611 Fax (978) 264-9630
Email achc@acton-ma.gov

Community Support

1. Letter of Support from Municipality

Attach a letter containing a short narrative on the basics of the project, the history of the project, the ways in which the community is providing support, and how the development team has addressed any concerns the community has. The letter must be signed by the chief elected official of the community.

2. Letter of Support from Local Housing Partnership

If the community has a housing partnership, please attach a letter from them indicating their support for the project. The letter should summarize how the partnership has been working with the developer.

3. Local Contributions

Check off all that apply and provide a brief description at the end.

- ☐ Land donation (dollar value_____)
- ☐ Building donation (dollar value_____)
- ☒ Marketing assistance
- ☐ Other work by local staff
- ☒ Density increase
- ☐ Waiver of permit fees
- ☒ Other regulatory or administrative relief (specify)
Decrease Wetland Setbacks
- ☐ Local funds (cash)
Amount \$_____
- ☒ Agreement by a lender to provide favorable end-loan financing
(ownership projects only)
- ☐ Other (specify)

Briefly explain the contributions:

The project will have a density of 3.5 homes per acre rather than the by right "Residential 4" zoning of two dwellings; The homes will be within the 100 ft wetland set back, but no less than 25 ft; The developer is exploring the possibility of favorable end-loan financing; The developer will look to the Acton Community Housing Corporation to assist in the marketing of the affordable homes as well as some guidance on the marketing of the "attainable" market rate homes. The developer will work with ACHC and a local agent to develop a "lottery" program for the "affordable" homes to assume compliance with DHCD guidelines for accessibility.

4. Conformance with Local Plans

If applicable, briefly describe how the project fits with any planning the community has done (e.g. master plan, EO 418 housing strategy or CD Plan, affordable housing plan).

The plan seeks to expand the affordable housing inventory and the moderate income, or "attainable" housing inventory as described in To Live in Acton by keeping the "market rate" home at a price attainable by average home buyers;

The Site

1. Site Characteristics

Describe the site and note the presence of any development constraints such as wetlands or ledges. If there are any unusual site conditions, explain them here.

The site is approximately 61,923 sq ft. Of this, 21,414 (34.6%) are described as wetland, 40,509 sq ft (65.4%) are described as upland. The site is bisected by a small rain induced stream and wetland. The plan would develop homes within the normal 100 ft. buffer zone, but outside the 25 ft. no disturb zone. The Condominium Documents would specifically prohibit any future building of even temporary structures in these areas. The Documents will also require plans to maintain the integrity of the stormwater management system of rain gardens, vegetative swails, pocket wetlands and bio-retention areas, as well as plans to remove and protect against invasive plant species.

2. Describe the current and prior uses of the site. If there are any existing buildings, explain what will be done with them. Single Family Home . . . Home will be extensively renovated and become one of the three attainable market rate homes.

3. Is the site or any building on the site listed, nominated, or eligible for listing on the National or State Register of Historic Places? ☐ Yes ☒ No

4. Is the site located in or adjacent to an historic district? ☐ Yes ☒ No

5. Acreage

Acreage on site	<u>61,923 sq ft</u>
Total buildable acreage	<u>40,509 sq. ft (65.4%)</u>

6. Site Control

☐ Developer owns the site. *Attach a copy of the deed.*

☒ Developer holds a Purchase and Sale agreement or option on the site. *Attach a copy of the P&S or option.*

7. Value of Land

*Attach verification of the value of the land either through the last arms-length transaction if the transaction occurred within the last three (3) years or through a current appraisal by a licensed appraiser showing the value of the land **under by-right zoning**.*

8. Available Utilities & Infrastructure

☒ Public water

☒ Public sewer

☐ Private well

☐ Private sewer

☒ Public streets

☐ Septic system

☒ Private streets

☐ On-site package treatment or alternative

9. Is the site located near public transit (bus, subway, commuter rail, etc.)? If so, indicate the type, distance to the nearest stop, and frequency of service. Commuter rail approximately a mile from project

10. Describe any known or suspected hazardous waste sites on or within a ½ mile radius of the project site. NO

11. Has a 21E hazardous waste assessment ever been done on this site? If so, attach a summary of the filing.

☐ Yes

☒ No

12. Current Zoning

Zoning classification

R 4

Usage allowed

Single family Home

Units per acre allowed

One

13. Has the municipality denied a permit on another proposal for this site within the last 12 months?

☐ Yes

☒ No

14. What waivers will you be requesting under the comprehensive permit?

Wetland Setback Reduction from 100 ft to 25 ft; and Increased Density with extensive state of the art stormwater management and low impact development techniques to both protect the existing wetlands and potentially make them function better for aquifer recharge in the future.

Surrounding Neighborhood & Community

1. Describe the land uses in the surrounding neighborhood. Single Family Homes, Multi-family Apartment Complexes, Multi-family Condominium Complex, Town Conservation Land; MBTA Train Tracks; Some Commercial Construction Storage, Some Farming

2. What is the prevailing zoning in the surrounding neighborhood? R 4 Residential

3. Describe nearby amenities and services such as shopping or recreation. Town Conservation Land; Walking Trails

4. Is the site close to other affordable housing units? If so, provide the distance. There are affordable homes in the two abutting and nearby apartment complexes as well as the condominium complex. There is also an eight home 40B development within one-half mile at 64 River Street.

5. Explain how developing the site contributes to smart growth development in the area (e.g. mixed use, reuse, concentrated development), if at all. The Project is the reuse

of an existing home; The Project will cluster condominium design with the appearance of single family farmhouses or cottages.

The Project

1. Type of Project Total number of units

Fee simple	_____
Condo	<u>5</u>
Rental	_____
Other	_____

2. Project Style Total number of units

Detached single-family	<u>5</u>
Rowhouse/townhouse	_____
Duplex	_____
Multifamily house (3+ family)	_____
Apartment building	_____
Other (specify)	_____

3. If there will be multiple buildings, will they follow smart growth design (e.g. cluster)? Explain. The five condominium homes will be clustered in two upland areas and use the best practices low impact development techniques for storm water management and aquifer recharge. The homes will meet Energy Star Standards to reduce the carbon footprint of the homes.

4. Unit Mix	Number	Percentage of Total
Affordable (see Instructions)	<u>2</u>	<u>40</u>
Market Rate	<u>3</u>	<u>60</u>
Handicapped Accessible	<u>1</u>	<u>20</u>
Other (see Instructions)	_____	_____
Total Units	<u>5</u>	<u>100</u>

5. Will the project meet Energy Star Standards? If so, describe. YES, To Be Determined

6. Estimate the percentage of the site used for:

Buildings <u>6.8</u>	Parking & Paved Areas <u>11.3</u>
Usable Open Space <u>47.3</u>	Unusable Open Space <u>34.6</u>

7. Development Schedule

Complete the chart below by providing the appropriate month and year. Fill in only as many columns as there are phases. If there will be more than three phases, add columns as needed.

	<u>Phase 1</u>	<u>Phase 2</u>	<u>Phase 3</u>	Total by type
Number of affordable units	<u>2</u>	_____	_____	_____
Number of market units	<u>3</u>	_____	_____	_____
Total by phase	<u>5</u>	_____	_____	_____

Please complete the following chart with the appropriate projected dates:

All permits granted	<u>Winter 2009</u>	_____	_____
Construction start	<u>Early Spring 2010</u>	_____	_____
Marketing start - affordable units	<u>Winter 2009</u>	_____	_____
Marketing start - market units	<u>Winter 2009</u>	_____	_____
Construction completed Phase 1	<u>Early Summer 2010</u>	_____	_____
Initial occupancy	<u>Early Summer 2010</u>	_____	_____

8. If any public funds will be used to develop this project, please indicate the source, the amount, and the use. NA

9. Local tax rate per thousand: \$16.53

10. Will all features and amenities available to market buyers also be available to affordable buyers? If not, explain the differences. YES

11. Unit Composition ~ Ownership Projects Only*

Complete the chart below. Include a separate entry for each unit type according to its square footage and/or sales price.

Type of Unit	# of Units	# of Bedrooms	# of Baths	Gross Sq. Ft.	# Parking Spaces	Sales Price	Condo Fee	Handicapped Accessible?
Affordable	2	3	2.5	1400	2			<input type="checkbox"/>
								<input type="checkbox"/>
								<input type="checkbox"/>
Market	2	3	2.5	1400	2			<input type="checkbox"/>
								<input type="checkbox"/>
								<input type="checkbox"/>
	1	3	2.5	1400	2			<input checked="" type="checkbox"/>
								<input type="checkbox"/>
								<input type="checkbox"/>
Other								<input type="checkbox"/>
								<input type="checkbox"/>
								<input type="checkbox"/>

*For rental projects, please fill out the Unit Composition section of the One Stop Application. Contact DHCD for assistance.

Design and Construction

1. Drawings

Please submit two copies of all drawings. Preliminary drawings must be stamped and signed by a registered architect or engineer. Drawings should not be larger than 30" x 42" and must be folded into 8 1/2" X 11".

Cover sheet showing written tabulation of:

- ☒ Proposed buildings by design, ownership type, and size
- ☒ Dwelling unit distribution by floor, size, and bedroom/bath number
- ☒ Square footage breakdown of commercial, residential, community, and other usage in the buildings
- ☒ Number of parking spaces

Site plan showing:

- ☒ Lot lines, streets, and existing buildings
- ☒ Proposed building footprint(s), parking (auto and bicycle), and general dimensions
- ☒ Zoning restrictions (i.e. setback requirements, easements, height restrictions, etc).
- ☒ Wetlands, contours, ledge, and other environmental constraints
- ☒ Identification of affordable units
- ☐ Sidewalks and recreational paths
- ☐ Site improvements, including landscaping

Utilities plan showing:

- ☒ Existing and proposed locations and types of sewage, water, drainage facilities, etc.

Graphic depiction of the design showing:

- ☒ Typical building plan
- ☒ Typical unit plan for each unit type with square footage tabulation
- ☒ Elevation, section, perspective, or photograph
- ☒ Typical wall section

2. Construction Information

<u>Foundations</u>	# Mkt Units	# Affordable Units	<u>Attic</u>	# Mkt Units	# Affordable Units
Slab on Grade	_____	_____	Unfinished	<u>3</u>	<u>2</u>
Crawl Space	_____	_____	Finished	_____	_____
Full Basement	<u>3</u>	<u>2</u>	Other	_____	_____

<u>Exterior Finish</u>	# Mkt Units	# Affordable Units	<u>Parking</u>	# Mkt Units	# Affordable Units
Wood	_____	_____	Outdoor	<u>1</u>	<u>1</u>
Vinyl	<u>3</u>	<u>2</u>	Covered	_____	_____
Brick	_____	_____	Garage	<u>1</u>	<u>1</u>
Fiber Cement	_____	_____	Bicycle	<u>na</u>	<u>na</u>
Other	_____	_____			

Heating System

Fuel: ☐ Oil ☒ Gas ☐ Electric ☐ Other

Distribution method (air, water, steam, etc.): warm air

Energy Efficient Materials

Describe any energy efficient or sustainable materials used in construction: To Be Determined

Non-Residential Space

Describe any non-residential construction on the site, e.g. office space, clubhouse, commercial space, etc. NA

Modular Construction

If modular construction will be used, explain here. NA

Project Feasibility ~ Ownership Projects*

1. Ownership Pro Forma

	Total Costs	Per Unit	Per Sq. Ft.	% of Total
(a) Site Acquisition	\$335000	\$67000	\$45	
<u>Hard Costs:</u>				
Earth Work	\$50000	\$10000	\$6.6	
Site Utilities	\$10000	\$2000	\$2	
Roads & Walks	\$20000	\$4000	\$2.7	
Site Improvement	\$50000	\$10000	\$6.6	
Lawns & Planting	\$16000	\$3200	\$	
Demolition	\$NA	\$	\$	
Unusual Site Cond.	\$10000	\$2000	\$2	
(b) Total Site Work	\$136000	\$27200	\$18	
Concrete	\$32000	\$6400	\$4.3	
Masonry	\$NA	\$	\$	
Metals	\$NA	\$	\$	
Carpentry	\$130000	\$26000	\$17.3	
Roofing & Insulation	\$28000	\$5600	\$3.7	
Doors & Windows	\$24000	\$4800	\$3.3	
Interior Finishes	\$12000	\$24000	\$16	
Cabinets & Appliances	\$32000	\$6400	\$4.3	
Plumbing & HVAC	\$72000	\$14400	\$9.6	
Electrical	\$40000	\$8000	\$5.3	
(c) Total Construction	\$478000	\$95600	\$63.7	
(d) General Conditions	\$	\$	\$	
(e) Subtotal Hard Costs (a+b+c+d)	\$949000	\$189800	\$126.5	
(f) Contingency	\$50000	\$10000	\$6.6	
(g) Total Hard Costs (e+f)	\$999000	\$199800	\$133	
<u>Soft Costs:</u>				
Permits/Surveys	\$60000	\$12000	\$8	
Architectural	\$15000	\$3000	\$2	
Engineering	\$50000	\$10000	\$6.6	
Legal	\$10000	\$2000	\$1.3	
Bond Premium	\$	\$	\$	
Real Estate Taxes	\$10000	\$2000	\$1.3	
Insurance	\$5000	\$1000	\$0.67	
Security	\$	\$	\$	
Developer's Overhead	\$25000	\$5000	\$3.3	
General Contractor's Overhead	\$0	\$	\$	
Construction Manager	\$75000	\$15000	\$10	
Property Manager	\$0	\$	\$	
Construction Interest	\$50000	\$10000	\$6.6	
Financing/Application Fees	\$15000	\$3000	\$2	
Utilities	\$5000	\$1000	\$0.67	

*For Rental Projects, fill out the Pro Forma from the One Stop Application.

Maintenance (unsold units)	\$		\$		\$	
Accounting	\$	5000	\$	1000	\$	7
Marketing	\$	50000	\$	10000	\$	6.6
(h) Subtotal Soft Costs	\$	320000	\$	6400	\$	4.3
(i) Contingency	\$	32000	\$	6400	\$	4.3
(j) Total Soft Costs (h+i)	\$	352000	\$	70400	\$	46.9
(k) Total Development Costs (g+j)	\$	1351000	\$	270200	\$	180000

2. Profit Analysis *(should conform to the pro forma)*

Sources:

Affordable projected sales	\$	370000
Market sales	\$	1200000
Public grants	\$	
(A) Total Sources	\$	1570000

Uses:

Construction Contract Amount	\$	NA
(B) Total Development Costs	\$	1351000

Profit:

(C) Total Profit (A-B)	\$	249000
(D) Percentage Profit (C/B)	\$	18.4

3. Cost Analysis *(should conform to the pro forma)*

Total Gross Building Square Footage	7000
Residential Construction Cost per Sq. Ft.	\$
Total Hard Costs per Sq. Ft.	\$
Total Development Costs per Sq. Ft.	\$180
Sales per Sq. Ft. <i>(do not include proceeds from public grants)</i>	\$213

The Development Team ~ Contact Information and Experience

1. Developer

Name Red Acre Development Corp.
Address 22 Elm St. Acton Mass. 01720
Phone 9782630795 Fax _____
Email markstarrvball@verizom.net Tax ID # 04 3213795

2. Contractor/Builder

Name Mark Starr
Address 22 Elm St. Acton Mass. 01720
Phone 9782630795 Fax _____
Email markstarrvball@verizom.net Tax ID # _____

3. Architect/Engineer ☐ LEED certified?

Name Meridian Associates
Address 69 Milk St. Suite 302 Westborough, Mass. 01581
Phone 5088717030 Fax 5088717039
Email www.meridianassoc.com Tax ID # _____

4. Attorney

Name Michael Rubin
Address Lexington, MA
Phone 7818609657 Fax _____
Email rubin@massfirm.com Tax ID # _____

5. Marketing Agent *(if more than one, attach a separate sheet)*

Name Acton Real Estate(Joan Meyer)
Address 371 Massachusetts Avenue, Acton, MA 01720
Phone 978-263-1126 Fax 978-263-6013
Email _____ Tax ID # _____

6. Consultant

Name Dennis M. Dyer
Address 152 Essex Street, Beverly, MA 01915-3637
Phone 978-578-0509 Fax _____
Email dmdyer@verizon.net Tax ID # _____

7. Team Experience -- The Developer and Contractor

Complete the charts on the following pages for all housing projects undertaken by the developer and the contractor during the past three years. Include projects currently in construction. Provide owner references for each project, including a current phone number.

DEVELOPER'S EXPERIENCE

Project Name	Location	Number of Units	Subsidy Program	Type of Construction	Sales or Rental	Total Development Cost	Date of Completion	Reference: Name & Phone
Red Acre Estates	Stow, MA.	19	no	single family	sales	2.8 million	1993	Mark Starr
Benjamin Dr.	Boxboro, MA.	6	no	single family	sales	2.2 million	1995	Mark Starr
Jesse Drive	Acton, MA.	2	no	single family	sales	1.6 million	2004	Mark Starr
Daniel's Way	Boxboro, MA	2	no	single family	sales	1.3 million	2006	Mark Starr

CONTRACTOR'S EXPERIENCE

Project Name	Location	Number of Units	Subsidy Program	Type of Construction	Sales or Rental	Total Development Cost	Date of Completion	Reference: Name & Phone
Red Acre Estates	Stow, MA	19	no	single family	sales	2.8 Million	1993	Mark Starr
Benjamin Dr.	Boxboro, MA	6	no	single family	sales	2.2 million	1995	Mark Starr
Jesse Dr.	Acton, MA	2	no	single family	sales	1.6 million	2004	Mark Starr
Daniel's Way	Boxboro, MA	2	no	single family	sales	1.3 million	2006	Mark Starr

Marketing and Lottery Plans

1. Marketing Plan

Please provide on a separate sheet a marketing plan in accordance with the LIP Guidelines. The marketing plan should be designed to reach all segments of the eligible population within the HUD region (see Appendix B of the Guidelines), should be specific to the project, and should contain sufficient information on: project size, unit mix, number and type (number of bedrooms) of affordable units, sales price or rent level, selection process for affordable units (e.g., lottery to be held), maximum qualifying income for the affordable units, local preference percentage and criteria (if any), and sales agent information, including telephone number. Describe the proposed time frame for marketing activities.

The marketing plan also needs to include a narrative on outreach to minority populations in the HUD region (Appendix C of Guidelines), including but not limited to: use of newspapers, notice to social service, religious, and/or civic organizations, employers or employer organizations, organizations offering homebuyer education programs, and public meetings.

2. Proposed Lottery Process for Affordable Units

A lottery process is most often used to achieve fair and open access to the project's affordable units. On a separate sheet, provide a description of the lottery process for this project that includes information on:

- o income eligibility*
- o the application process*
- o where, when, and how to obtain an application*
- o plans for public meetings to be held to explain the lottery process*
- o preference categories including the number of units in each category*
- o who will oversee the lottery process*

Refer to page 18 of the LIP Guidelines to prepare the description.

Checklist of Attachments

- ☐ Letter of support signed by Chief Elected Official of municipality
- ☐ Letter of support from local housing partnership (if applicable)
- ☐ Signed letter of interest from a construction lender (see Instructions)
- ☐ Map of community showing location of site (see Instructions)
- ☐ Directions to site from I93 or I90 in Boston or from nearest train station if appropriate (please do not use MapQuest or MapBlast)
- ☐ Check payable to DHCD
- ☐ Rationale for calculation of affordable purchase prices or rents (see Instructions)
- ☐ Copy of site control documentation (deed or Purchase & Sale or option agreement)
- ☐ Last arms length transaction or current appraisal under by-right zoning
- ☐ 21E summary (if applicable)
- ☐ Photograph of existing building(s) and/or site
- ☐ Site Plan showing location of affordable units
- ☐ Sample floor plans and/or sample elevations
- ☐ Marketing plan including plan for outreach to minorities
- ☐ Lottery plan



NRCS SOIL MAP UNIT	HYDRO SOIL GROUP RATING	NRCS MAP UNIT NAME
6A	D	SCARBORO MUCKY FINE SANDY LOAM, 0 TO 3 % SLOPES
103B	B	CHARLTON-HOLLIS ROCK OUTCROP COMPLEX, 3 TO 8 % SLOPES
253B	A	HINCKLEY LOAMY SAND, 3 TO 8 % SLOPES
255C	A	WINDSOR LOAMY SAND, 8 TO 15 % SLOPES
625B	A	MERRIMAC-URBAN LAND COMPLEX, 0 TO 8 % SLOPES